

Application Process

Overview

The Neighborhood Assistance Program (NAP) offers \$2.5 million in tax credits annually for distribution by 501(c) 3 not-for-profit corporations. Organizations use NAP tax credits as an incentive to help them leverage more contributions from individuals and businesses for certain neighborhood-based programs and projects. Tax credits are distributed to donors at 50% of the contribution amount and are subtracted from a donor's state income tax liability. Indiana Code 6-3.1-9 establishes the NAP program.

This program is designed to:

- Provide organizations with a tool to help them increase charitable contributions and build their donor base.
- Provide citizens and businesses in Indiana with an incentive to contribute to not-for-profit corporations.
- Serve as a creative way to improve the standard of living and quality of life for all Indiana residents.
- Be flexible enough to respond to the changing needs throughout the State of Indiana.

Application Review

Applicants may submit only one (1) application per State fiscal year. No co-applicants are eligible for the NAP program. Applications are reviewed in a three-step process:

<u>Step One</u> – Completeness	On or before the application deadline, the applicant must provide a complete application including all required exhibits and attachments. Periodically, IHCD staff will contact an applicant after an application deadline to request clarification of information contained in a pending application. These applications are not necessarily considered incomplete by IHCD. However, if the Authority requests additional information from the applicant, all documents are due on or before the date provided by IHCD staff.
<u>Step Two</u> – Threshold	The application must meet each of the threshold criteria.
<u>Step Three</u> – Scoring	Applications that pass the completeness and threshold reviews are then scored according to IHCD's published scoring criteria. Applications failing to meet these requirements will <u>not</u> be scored.

IHCD may, on a case-by-case basis, allow additional information to be submitted for applications identified as being incomplete. Upon timely receipt of requested information, these applications may then be allowed to compete for funding. However, points will be subtracted from the applicant's final score.

Funding Rounds

There is only one funding round for the NAP program. NAP follows the State fiscal year from July 1 to June 30.

Regional Application Workshops – 10:00 AM – 1:00 PM Indianapolis Time	
Logansport	January 24, 2006
Bedford	January 25, 2006
Indianapolis	January 27, 2006
Intent to Submit Form Due Date	February 17, 2006
Application Due Date	March 10, 2006
Award Announcements	May 18, 2006
Conference Call Award Workshop	June 2006
Award Workshops in 3 locations	June 2006

Application Submission

The applicant must submit the following:

- One (1) original application with tabbed attachments
- One (1) copy of the original application with tabbed attachments

Applications must be received in the IHCDA office on or before 5:00 P.M. (Indianapolis time) on the due date. Faxed or e-mailed applications will not be accepted.

The original and the copy of the application should be double-sided and separated by lettered tabs. See the Application Table of Contents, with the application forms, for a list of the contents of each tab and order of submission. Clearly mark the original. Number each page of your application. The application should be bound with an appropriately sized binder clip and have the Application Cover Page as the cover. Do not three-hole punch and put in a binder or spiral bind the application.

All applicants must retain a copy of this application package. Applicants that receive funding will be bound by the information contained herein.

Intent to Submit Form

The Intent to Submit Form should be provided by close of business (5:00 pm, Indianapolis time), on the appropriate date and submitted to the Community Development Coordinator. The form is found in the Application Forms. Applicants may change the information provided in the Intent to Submit Form after it is submitted, but the form should be a good estimate of the anticipated request.

Where to Submit Your Application and Intent to Submit Form

All Applications and Intent to Submit Forms should be submitted to the following address:

Attn: Neighborhood Assistance Program

Indiana Housing and Community Development Authority
30 South Meridian Street, Suite 1000
Indianapolis, IN 46204
Fax: (317) 232-7778 (For Intent to Submit Forms Only)

IHCDA's offices are located on the tenth floor of 30 South Meridian Street. A map showing IHCDA's location is available in the Appendices.

Technical Assistance

If an applicant is in need of technical assistance the Community Development Representative serving that area of the state should be contacted to discuss scheduling a technical assistance meeting. There will likely be many more applications submitted than IHCDa can fund. For this reason, applicants are urged to contact IHCDa early in the application process. Applicants are also encouraged to attend an Application Workshop prior to submitting an application.

Application Workshop

Application workshops are held prior to the application deadline. At this workshop, IHCDa staff will review the threshold criteria, eligible activities, scoring criteria, and how to complete the required forms. Those organizations intending to submit an application are strongly encouraged to attend. Reservations for these workshops are required and can be made [online](#) or by calling the Community Development Coordinator at (800) 872-0371.

Award Workshop

Following the award date, Community Development Representatives will conduct Award Workshops for all NAP award recipients. This session is mandatory and will be offered in three (3) locations around the State as well as via a conference call for experienced NAP recipients. At this training event the requirements for administering NAP tax credits, record keeping, forms and reports that must be submitted to IHCDa are reviewed. Reservations are required and may be made [online](#) or by calling the Community Development Coordinator at (800) 872-0371.

Implementation Manual

The Implementation Manual outlines the requirements for administering NAP tax credits. Any applicant that would like a copy of the [Implementation Manual](#) may download a complete copy from IHCDa's website. Each award recipient will receive an Implementation Manual at the Award Workshop following the award announcement.